



University Students' Council – Position Description

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| Position Title: | EnviroUSC Coordinator |
| Supervisor: | Vice President Student Services |
| Remuneration: | \$19.50/hour |
| Hours of Work: | 10 hours per week average |
| Term: | September 1 – April 30 |
| Virtual Training: | Must be available Thursday, August 13th 5-7pm |

OVERVIEW:

The EnviroUSC Coordinator is expected to promote sustainability amongst the student body and broader campus community through programming, campaigns, and initiatives. The Coordinator shall also bring awareness to key environmental issues affecting the student body and/or campus community and empower the student body and campus community to make progressive, sustainable changes. The EnviroUSC Coordinator will be responsible for the execution and management of the Coat Cycle program and other initiatives.

DUTIES AND RESPONSIBILITIES:

- Organize and execute programming at least twice per semester to raise awareness about issues related to environmentalism and sustainability through an equitable and intersectional lens, such as the thrift pop-up and Enviro Week.
- Work with the VPSS, VPUA, and President to produce recommendations on changes that should be made to promote sustainability in USC and university operations.
- Maintain frequent communication with the AVP Student Services and the VP Student Services to maintain consistent visioning and outcomes
- Manage the collection, maintenance, and distribution of lab coats through the Coat Cycle program.
- Sit on working groups and committees at the request of the VP Student Services.
- Attend weekly meetings with the Vice President Student Services.
- Hire and lead a committee of students with the AVP Student Services.

QUALIFICATIONS:

- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

Candidates for this position should have aptitudes in the following areas:

- Strong communication, organizational and time management skills.
- Flexibility, able to critically assess and demonstrate effective problem solving.

TRAINING:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Services and the USC People and Development Department.
- All Coordinators are expected to complete mandatory EDI and Health and Safety training conducted at the beginning of their term.